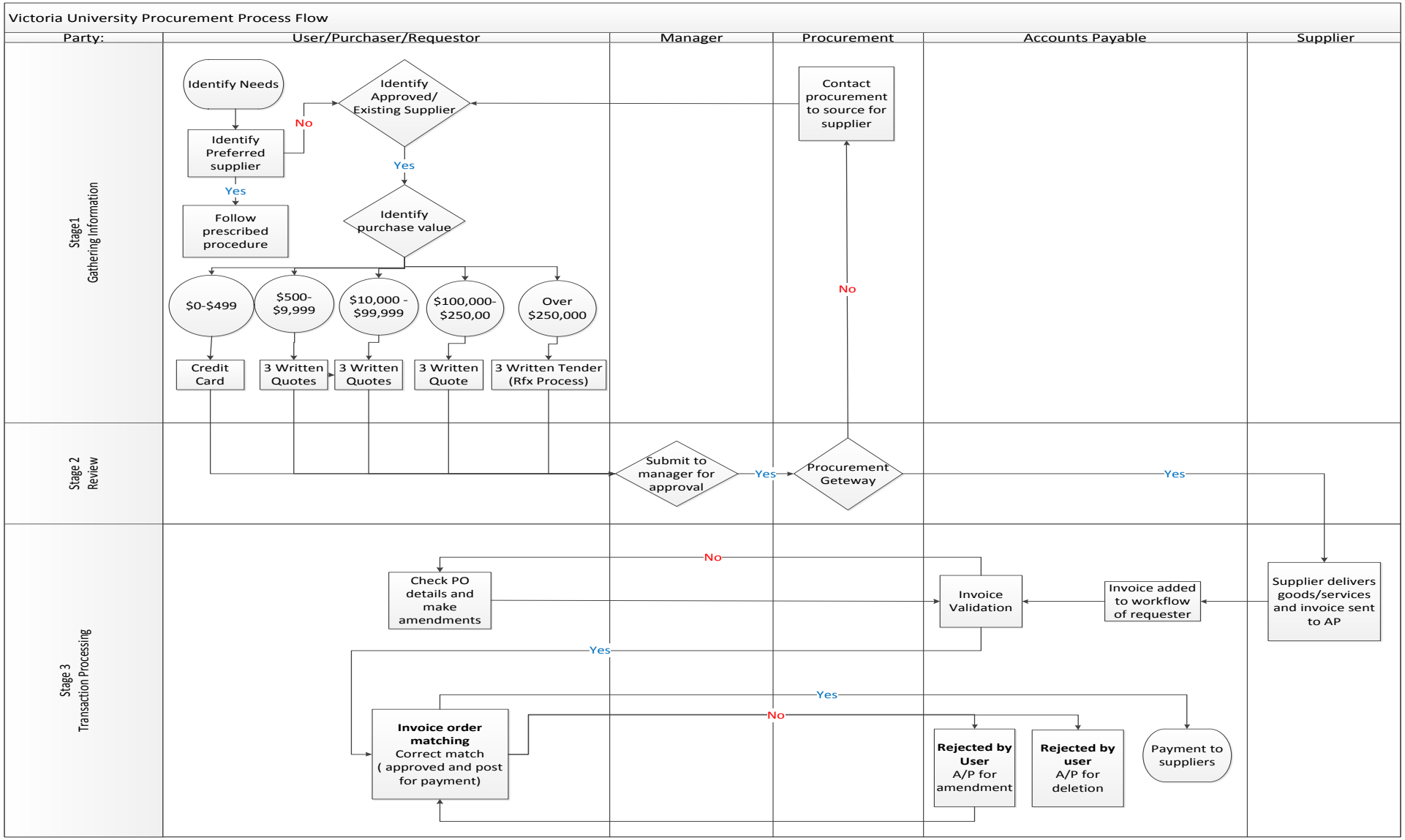
Victoria University Procurement Process Flow
Party:
User/Purchaser/Requestor
Manager
Procurement
Accounts Payable
Supplier
Stage1
Gathering Information
Identify Needs
Identify Preferred supplier
No
Identify Approved/ Existing Supplier
Yes
Follow prescribed procedure
Identify purchase value
$0-$499
$500-$9,999
$10,000 - $99,999
$100,000-$250,00
Over $250,000
Credit Card
3 Written Quotes
3 Written Quotes
3 Written Quote
3 Written Tender (Rfx Process)
Contact procurement to source for supplier
No
Stage 2
Review
Submit to manager for approval
Yes
Procurement Geteway
Yes
Stage 3
Transaction Processing
No
Check PO details and make amendments
Invoice Validation
Invoice added to workflow of requester
Supplier delivers goods/services and invoice sent to AP
Yes
Yes
No
Invoice order matching
Correct match
(approved and post for payment)
Rejected by User
A/P for amendment
Rejected by user
A/P for deletion
Payment to suppliers